



School District of Holmen

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Raffle License Requirements

Annual Notice to Staff

The District supports and provides means for people to conduct raffles associated with the School District of Holmen. The use of the District's raffle license number is subject to the state laws governing all raffles and therefore must be conducted within compliance of the state laws.

Disclosure of Raffle Requirements - Raffles have a place in generating the funds needed to support the many good things happening in our School District. The School District of Holmen maintains a Wisconsin Gaming License - Raffle Number to allow school district sponsored raffles. All school district raffles must follow state legal requirements. Information on how to access the current raffle license number and legal requirements associated with raffles are available on the School District of Holmen Business Services webpage under the "Revenue & Receipts" tab. Plan your raffle event well in advance. You must provide a completed application no less than five business days prior to the start of a raffle event. Conducting a raffle without a raffle license number and/or failure to meet raffle requirements is a crime under State law. Violations are punishable by fines up to \$1,000 and/or imprisonment of up to 30 days.

Raffle activities for the District are administered by the Business Services Department. It is critical that permission to use the School District of Holmen raffle license number is obtained before raffles are conducted and that no District raffles are conducted without the use of the District's raffle license number.

Processing a request for use of the District's raffle license number requires timelines and a specific form/agreement to be completed. For this reason, it is always important that those wishing to conduct a raffle begin the application process well in advance of the raffle event; typically, no less than five business days to ensure adequate processing.

There are also reporting requirements and information retention responsibilities that come with using the District's raffle license number. District raffle license number users should be prepared to agree to and comply with these requirements.